TEAL / Pearson Registration Guide

2018-2019

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Contacts

Certification Officer - Donna Brasher
806-834-2518 | donna.brasher@ttu.edu | Room 113

Academic Specialist – Lyndsey Crawford
806-834-2923 | lyndsey.e.crawford@ttu.edu | Room 111
Setting up your ECOS (TEA) Account

**Step 1:** Go to the TEA website, [tea.texas.gov](http://tea.texas.gov) click ECOS (TEA) for Educators at the top of the main page.

![TEA](https://example.com/teaweb.png)

**Step 2:** On the Educator Certification Online System webpage, click on Create a new TEAL account.

**Step 3:** Enter required information on the TEAL user information page.
- You must enter your name in TEAL as it exists on your Texas Driver’s License/State ID card.
- If your name has changed or differs between these sources, STOP, and follow the Name Change instructions on the TEA website before completing your TEAL profile.
- Do not use nicknames (example: "Bill" vs. "William") or other variations.
- Make sure you capitalize the first letter of your first and last name and make the rest lower case. For example: Raider Red; Not RAIDER RED or raider red.

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### Texas Education Agency

User and Access Management

**NOTICE:**
If you completed this form previously and have a TEA Login (TEAL) user account, requesting an additional account can cause a denial of access or delay in account setup.

If you need assistance with access to an existing user account, please go to [https://txedagency.zendesk.com](https://txedagency.zendesk.com) and click submit a Request.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Raider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>Red</td>
</tr>
<tr>
<td>Suffix</td>
<td></td>
</tr>
</tbody>
</table>

**Email Address:**
- raiderd@ttu.edu
- [verify email](mailto:raiderd@ttu.edu)

**Birth Month:**
- 2

**Birth Day:**
- 10

All notifications will be sent to this address.
Step 4: Select "Educator" for the Organization Type, enter the required information, and click Submit.

Step 5: You will be prompted immediately to create a password. Your password must meet the TEAL security requirements listed on that page. Then, you will be prompted to set up answers to three security questions. The answers to your security questions will be used to reset your password.
**Step 6:** After completing the security questions, you will see the Self-Service menu on the left and the Educator link with your TEA ID number. Click on the Educator link.
- If you do not see the Educator link, complete the steps in the Special Instructions section located in the Appendix.

Clicking the Educator link logs you into ECOS and brings up your Educator Profile Setup page.

**Step 7:** Verify your information and make any necessary changes. Click Continue at the bottom to save the changes.
Setting up your Pearson Account

**Step 1:** Go to the ETS website, [tx.nesinc.com](http://tx.nesinc.com), click **My Account** at the top right of the main page.

**Step 2:** You will be taken to a Sign In Page webpage. On the right hand side of the screen you will click on “Create an account now”.
**Step 3:** You will then be directed to the Account Information screen. Make sure to use a permanent email address for your account. Complete all the required fields and then click “Next”.

![Pearson Registration Guide](image)

The next screen you will encounter is asking if you have a TEA ID Number. If you did not set one up previously you must do that before continuing.

**Step 4:** On the Required Candidate information page you will need to enter your information exactly as you entered it for your TEA account. This information includes your TEA ID number, Name, and Date of Birth. When you have completed this information and verified that it is correct, click on “Next”.

![Texas Educator Certification Examination Program](image)
**Step 5:** The next page you will be taken to is a final check to verify that your TEA ID and personal information is correct. You will click the check box and then “Submit”.

**Step 6:** You are now ready to begin registering for your TExES exams, as demonstrated in the Registering for Certification Exams section of this guide on page 8.
Registering for Certification Exams

**Step 1:** You will need to access the Pearson Testing website [tx.nesinc.com](http://tx.nesinc.com) each time you need to register for a TExES exam. If you are not already logged into your account, go ahead and log in now by clicking on My Account at the top of the page, and signing in. After signing in, select “Register” as shown in the image below. This will take you to the Register page, where you will click on the box that says “Register Now”.

**Step 2:** You will be taken to a page to verify your identity where you will check the confirmation box and click on “Next”.
**Step 3:** Now you will select your Exam from a drop down list. After you have selected the exam you wish to register you must click “Add” before you proceed to the next page.

**Step 4:** You will now be given the option of selecting whether or not you need accommodations. If you do need any special testing arrangements please contact Donna Brasher, she will be able to assist if needed. Note: You must have previously received medical documentation before you can request special arrangements.
Step 5: You will select your desired Test Date and Location – after completing the registration and payment process. The following screens will confirm background questions and verify selected score reporting options. Return to your Cart and proceed to Checkout. Read and note agreement to proceed to the payment area.
**Step 6:** Return to your Cart and proceed to Checkout. Read and accept agreement as needed. The payment screen is next.

**Step 7:** After payment is processed, return to the Pearson website and log in. Go to "My Account".
Step 8: After selecting “My Account” confirm accuracy of information and select “Current Registrations” in the Menu to the right.

See the selections under “Options” to Schedule, Review/Change or Withdraw your test registration.
Below is what you will see upon selecting “Schedule”. Click “Schedule this Exam” in the bottom right corner to select date and location.

The screenshot below allows location and date searches. Please note both are required for the search to execute.
The screenshot below shows the search results and parameters. You can set and re-set parameters on this screen so that you may easily find the best option.
Step 10: Once you click Complete Checkout, you will be able to review the selections you made. The screen will show you the name of exam you have selected, the location of the testing center, the date, the specific time of the exam, and the cost for the exam. If any of the options are problematic, click edit to change them. If the selections are good, scroll down and check the box to be notified by email when your scores are available.

Step 11: You will see a final screen confirming your choices. You will also see the registration fee for the exam, and the total purchase price after convenience fees to Texas.gov. Click Next to proceed to the payment screen. **NOTE: You must pay for your exam to complete registration and reserve your testing spot.**
Step 12:
Checkout - Step 2 of 4: Agree to Policies

TX Educator Certification Examination Program Policies

Admission Policy
It is recommended that you arrive at the test center 15 minutes before your scheduled appointment time. This will give you adequate time to complete the necessary sign-in procedures. You must bring to your appointment two pieces of original (no photocopies or digital ID) and valid (unexpired) identification, printed in English in the name in which you registered. If the name on your ID documentation does not exactly match the name in which you registered, you will be turned away and you will not be eligible for a refund or credit of any kind. Name changes must appear in your TEA account and your testing account at least 48 hours prior to your scheduled exam appointment.

Your primary identification must be government-issued. Acceptable forms of government-issued identification include photo-bearing driver licenses and passports. If testing outside of the United States, you must present an unexpired Passport as your government-issued identification. Your supplemental identification may be any original and valid identification as long as it contains your name and a clear recognizable photograph, or your name and signature.

Please be advised that prior to testing you will be photographed and a palm scan may be taken at the test center. During testing you may be monitored by video and audio recording.

If you arrive more than 15 minutes late for your exam appointment and are refused admission, you will not receive a refund or credit of any kind.

You will not be allowed to take any personal items with you into the testing room. This includes but is not limited to all bags, books, notes, cell phones, pagers, watches, and wallets.

Reschedule Policy
If you wish to reschedule your exam, you must do so through your account at least 48 hours prior to your scheduled appointment. If you do not reschedule your exam more than 48 hours in advance and you are absent from your exam, you will not receive a refund.

If you have been approved for alternative testing arrangements and need to change the date, time, or location of your exam appointment, you must call Pearson VUE Accommodations Scheduling at the phone number provided in your Authorization to Test email to reschedule your exam appointment by telephone at least 48 hours before your scheduled testing time.

Cancellation Policy
You may cancel your exam appointment up to 48 hours before your scheduled appointment time. After canceling your appointment you may either reschedule another appointment or withdraw your registration completely. If you withdraw your registration completely you will receive a refund in accordance with the Withdrawal/Refund Policy as stated on the program website. To withdraw this registration completely, return to your account after canceling the appointment and select Withdraw.

I have read and agree to the TX Educator Certification Examination Program policies listed above.

Previous  Next
Checkout - Step 3 of 4: Submit Order

Your order is NOT complete until you click the "Submit Order" button.

Confirm Order Details

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Exam</td>
<td>Details</td>
</tr>
<tr>
<td>TExES Core Subjects EC-6</td>
<td></td>
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<tr>
<td>Exam Modules:</td>
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<tr>
<td>• TX_VMCC: Welcome</td>
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<tr>
<td>• TX01: TExES Core Subjects EC-6 — English Language Arts and Reading &amp; the Science of Teaching Reading</td>
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<tr>
<td>• TX02: TExES Core Subjects EC-6 — Mathematics</td>
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<tr>
<td>• TX03: TExES Core Subjects EC-6 — Social Studies</td>
<td></td>
</tr>
<tr>
<td>• TX04: TExES Core Subjects EC-6 — Science</td>
<td></td>
</tr>
<tr>
<td>• TX05: TExES Core Subjects EC-6 — Fine Arts, Health and Physical Education</td>
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<tr>
<td>Language: English</td>
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<tr>
<td>Exam Length: 205 minutes</td>
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<tr>
<td>Appointment</td>
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<tr>
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<tr>
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</tr>
<tr>
<td></td>
<td>1900 Broadway St</td>
</tr>
<tr>
<td></td>
<td>Suite 1133</td>
</tr>
<tr>
<td></td>
<td>Wells Fargo Center</td>
</tr>
<tr>
<td></td>
<td>Lubbock, Texas 79401</td>
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<tr>
<td></td>
<td>United States</td>
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</table>
**Step 15:** You will receive an order confirmation, which is also your *Admissions Ticket*. Click in the upper right-hand corner of the Admission Ticket. **You must have your admission ticket with you to check in for your exam at the testing center.**

Please direct questions regarding the test registration process to the Pearson Customer Service center at 1-800-205-2626.

**Special Instructions: Access to Educator Certification Online System (ECOS) if Your Accounts Are Not Linked**

Complete these steps only if you see the *Apply for Access* link instead of the *Educator* link after logging on to TEAL.

1. From the Self-Service menu, click *My Application Accounts*.

2. Then click *Request New Account*.

3. Click on *ECOSEducator*
4. Enter the required information (so that TEAL can verify your Educator Certification in ECOS), and click Create.

Enter the following information in order to search for an existing Educator account that belongs to you.

**Please note:**

- The name on your Texas educator certificate must match the name of your TEAL identity account. If they do not match, you must submit a name change request with a copy of your state-issued identification at namechange@tea.state.tx.us.
- SSN must be nine (9) numeric characters only. Spaces, alphabetic characters, hyphens, slashes or any other special characters are not allowed.
- If your social security number is not on file, please email Educator Certification and indicate in the subject line “Request a temporary file and TEA ID number.” In the body of the email, please confirm that you do not have a social security number, and include a daytime telephone number. You will also need to attach a copy of your state issued ID and passport. (Please do not select this option if you have been previously assigned a temporary file number in the Educator Certification Online System).

**OR**

- TEA ID:
- Confirm TEA ID:

Please type the TEA ID to confirm. Copy and Paste is not allowed.

**AND**

- Birth Year: YYYY
- Confirm Birth Year: YYYY

Please type the Birth Year to confirm. Copy and Paste is not allowed.

Click Create at the bottom of the page or click the "x" on the tab to close the My Accounts tab.

5. The system displays confirmation in green.

*If an error message is displayed, you may have a name mismatch. Please review the Name Change instructions on our website. Your TEAL access name and the name on your certification/ECOS account and Texas Driver's License/State ID must match exactly.*

Click Done at the bottom of the page or click the "x" on the tab to close the My Accounts tab.

6. You should now see the Educator link with your TEA ID number underneath.
Click on the **Educator** link.
If you do not see the **Educator** link, click the [icon](https://example.com).

Clicking the **Educator** link logs you into ECOS and brings up your Educator Profile Setup page.

Verify your information and make any necessary changes. Click **Continue** at the bottom to save the changes. (This is the screen shown on Page 4)